



Department of Medical Assistance Services
600 East Broad Street, Suite 1300
Richmond, Virginia 23219

www.dmas.virginia.gov

MEDICAID MEMO

TO: All Providers of Day Treatment Services for Children and
Adolescents in the Virginia Medical Assistance Program

FROM: Patrick W. Finnerty, Director
Department of Medical Assistance Services (DMAS)

MEMO Special

DATE 1/5/2005

SUBJECT: Clarification of Day Treatment Services for Children and Adolescents

Based on input received from providers, the Department of Medical Assistance Services (DMAS) is revising the Medicaid Memo issued on August 31, 2004, regarding Day Treatment Services for Children and Adolescents. **NOTE: This memorandum replaces the one dated August 31, 2004. Changes have been made to item #1 only.**

The purpose of this memorandum is to clarify Medicaid's service requirements for Day Treatment Services for Children and Adolescents. DMAS identified inconsistencies regarding these requirements during utilization review of providers, and is issuing this memorandum to clarify these requirements. Medicaid regulations require that the child or adolescent participate in a *program of therapeutic activities* in addition to being monitored in the classroom. Time spent directly monitoring the child or adolescent in the classroom or being onsite and available to respond to classroom behaviors may be billed to Medicaid, provided the following conditions are also met:

1. The minimum billing unit is two hours of service per day. The child or adolescent must receive at least one hour of direct (face-to-face) service per day. The minimum two hours may include no more than one hour of indirect services. The direct service may occur individually or in a group. The hours-of-service provision may occur before, during, or after school;
2. A minimum of two or more therapeutic activities shall occur per day. This may include individual or group counseling/therapy. It also may include psychoeducational activities;
3. Family counseling, either in person or by telephone, occurs at least once per week. (Please note that telephone contacts are not billable.);

4. A daily written summary of services provided is documented. The summary must include a description of the child or adolescent's behavior, the staff interventions, and the response to the interventions. The summary must support the time billed;
5. If services are billed for time that the staff member is not in the classroom, specific objectives regarding classroom behavior must be identified. These objectives must be included in the Individual Service Plan (ISP). The objectives and progress toward attainment must be reviewed with the student, and the student's response to the interventions must be included in the daily summary;
6. If the child or adolescent is on medication, education about side effects, monitoring of compliance, and referrals for routine physician follow-up must be documented; and
7. Referrals to the student's primary care provider (PCP) for Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) screening examinations are to be made and documented in the record.

If you have any questions regarding Day Treatment Services for Children and Adolescents, please contact the HELPLINE. The *Community Mental Health Rehabilitation Services Provider Manual* will be updated shortly to reflect the requirements set forth in this memorandum.

ELIGIBILITY AND CLAIMS STATUS INFORMATION

DMAS offers a web-based Internet option to access information regarding Medicaid eligibility, claims status, check status, service limits, prior authorization, and pharmacy prescriber identification information. The website address to use to enroll for access to this system is <http://virginia.fhsc.com>. The MediCall voice response system will provide the same information and can be accessed by calling 800-884-9730 or 800-772-9996. Both options are available at no cost to the provider.

COPIES OF MANUALS

DMAS publishes electronic and printable copies of its Provider Manuals and Medicaid Memoranda on the DMAS website at www.dmas.virginia.gov (*please note the new DMAS website address*). Refer to the Provider Column to find Medicaid and SLH Provider Manuals or click on "Medicaid Memos to Providers" to view Medicaid Memoranda. The Internet is the most efficient means to receive and review current provider information. If you do not have access to the Internet or would like a paper copy of a manual, you can order it by contacting Commonwealth-Martin at 804-780-0076. A fee will be charged for the printing and mailing of the manuals and manual updates requested.

"HELPLINE"

The "HELPLINE" is available Monday through Friday from 8:30 a.m. to 4:30 p.m., except on state holidays, to answer questions. The "HELPLINE" numbers are:

1-804-786-6273	Richmond area and out-of-state long-distance
1-800-552-8627	All other areas (in-state, toll-free long-distance)

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Please remember that the “HELPLINE” is for provider use only. Please have your Medicaid provider identification number available when you call.